

## UNITED WAY BUDGET AND ALLOCATIONS COMMITTEE MEMBER RESPONSIBILITIES

United Way of the Greater Clarksville Region’s Budget and Allocations Committee is comprised of community members from diverse backgrounds and professions. The Committee meets each year with representatives from local nonprofit agencies to determine how funds raised in the annual campaign should be allocated. The committee represents donor investments to ensure that funds distributed will be effectively and efficiently utilized to address the most critical community needs.

### The Budget and Allocations process includes the following steps:

- A. **Review of financial statements and submitted applications** – analyze requests and documented impact each program provides to the community
- B. **Agency site visits** – allows committee members to see services offered firsthand, view facilities and meet with organization representatives (completed in tandem with review of financial statements/applications)
- C. **Review session with agency leaders** – provides an opportunity to hear directly from the organization and improve understanding of each agency’s mission and results
- D. **Allocated funding recommendation** – drawing upon the knowledge gained during the process, committee panels meet to deliberate and reach a consensus on funding recommendations for each agency program, subject to the approval by the Board of Directors of United Way of the Greater Clarksville Region
- E. **Panel Chair Meeting** – Panel Chairs meet to reach consensus on funding for all United Way partner programs
- F. **Board of Directors vote on final funding allocations**

This process occurs during the months of **April – June** each campaign year. *Volunteers must be available to serve during each committee session:*

2023 UNITED WAY B&A COMMITTEE SESSION SCHEDULE		
	Date(s)	Time(s)
<b>Orientation &amp; Training</b>	March 22	11:30 am - 1:00 pm
<b>Agency Site Visits (2-3 hours total)</b>	April 5 – May 3	Scheduled by each panel
<b>Review Sessions (3 hours total)</b>	May 8 – 11	TBD
<b>Panel Chair Meeting</b>	June 5	4:00 pm

**Please complete the Member Profile and return by email to [bficklin@uwgcr.org](mailto:bficklin@uwgcr.org) by February 28.**  
**You will receive a welcome email if you are chosen to serve.**